



# City of Santa Barbara

## Modification Hearing Officer Submittal Process

In order to better serve you and reduce timelines associated with the processing of Modification applications, a meeting with the Modification Hearing Officer **is required** prior to submitting an application. This meeting will serve to provide a pre-application consultation of the modification's supportability by City Staff based on the required findings as outlined in SBMC §28.92.026, a cursory review of the project, and the next steps in the process.\*\*

All pre-application consultations and Modification application submittals will be done by appointment only on Mondays between 1:00 – 4:00 p.m., and Tuesdays between 8:30 – 11:30 a.m.

1. **To schedule an appointment** please go to the Planning Counter located at 630 Garden Street, or call Modification Hearing Officer Roxanne Milazzo at (805) 564-5470 during normal business hours.##

It is strongly encouraged that you review street and planning files for your project prior to your appointment. You can review these files at the Records and Archives Counter [located at 630 Garden Street, (805) 564-5554] during normal business hours.## Additional information may also be available online at [www.ci.santa-barbara.ca.us](http://www.ci.santa-barbara.ca.us). Questions regarding application requirements and process can be answered at the Planning Counter at 630 Garden Street at (805) 564-5578.

An appointment has been scheduled with the Modification Hearing Officer to discuss a proposal at \_\_\_\_\_  
(Project Address)

on \_\_\_\_\_  
(Day, Date, Time)

If you are unable to meet at the designated time, please call Roxanne Milazzo, Modification Hearing Officer, at (805) 564-5470 to reschedule.

2. **Bring the following information** to the Modification Hearing Officer on your appointed date and time:
  - ☐ Current photographs of the site, location of the proposed modification requests, adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). **Polaroids are not acceptable.**
  - ☐ Provide a site plan at 1/8" = 1' or 1/4" = 1' scale which clearly shows the existing conditions and proposed development with all the setbacks dimensioned. **(Plans must be LEGIBLE and ACCURATE.)**
  - ☐ Statistical information including the square footages of the existing and proposed development (net and gross)
  - ☐ Any other supporting documentation that can assist in conveying the request, i.e. conceptual elevations, etc.

3. **During the pre-application consultation**, the following will be discussed:
    - a. Staff's initial position on the project per SBMC §28.92.062 (Required Findings)\*\*
    - b. Review of the public records
    - c. Environmental review
    - d. Determination of design review requirements
    - e. Complete submittal requirements (a Modification application submittal packet will be provided at that time)
    - f. Timelines and fees
    - g. Appeal process
  4. **Following the pre-application consultation**, prepare a complete application and schedule an appointment to submit your application by either going to the Planning Counter located at 630 Garden Street, or calling Roxanne Milazzo, Modification Hearing Officer, at (805) 564-5470, during normal business hours.##
  5. **Upon receipt of a complete application**, Staff will schedule a site visit and tentative agenda date for formal action by the Modification Hearing Officer.
- \*\* Please note that Staff's pre-application consultation is to help identify the relevant issues and for application completeness purposes. This pre-application consultation is **not** a guarantee of approval or denial of the modification(s). The final decision of the Modification Hearing Officer will be made at a public hearing after thorough review of the application, site visit, public input, and consideration of all other relevant information. All decisions by the Modification Hearing Officer are appealable to the Planning Commission or thereafter the City Council.
- ## Normal business hours are Monday through Friday from 8:30 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.